



20090519183705

RUSH

**STATE PROCUREMENT OFFICE
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS**

1. TO: Chief Procurement Officer
2. FROM: DBEDT/High Technology Development Corporation (HTDC) *[Signature]*

Department/Division/Agency
Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:

See attachment to SPO-07 for Nina Tanabe.

ADMIN. SERVICES OFFICE
CONTRACTS

JUN - 2 2009

DEPT. OF BUSINESS, ECONOMIC
DEVELOPMENT & TOURISM

4. Name of Vendor: Nina Tanabe Address: 1681 Oneawa Place Hilo, Hawaii 96720	5. Price: <p style="text-align: center;">\$4,063</p>
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6. Term of Contract: From: 5/21/09 ^{6/3/09} <i>ct</i> To: 8/31/09	7. Prior Exemption Ref. No.
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8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
 The HTDC manages the Hawaii Innovation Center at Hilo (HICH), a small business incubation facility owned by the University of Hawaii at Hilo through an agreement set to expire August 31, 2009. Ms. Tanabe is a former HTDC employee that previously provided all aspects of these services at HICH and possesses intimate knowledge of HTDC business development programs. Because of the short period remaining on the management agreement, it would not be practicable for HTDC to competitively solicit for these services as 1) it would take HTDC that same amount of time to train someone in Hilo (and incur travel costs) on State rules and regulations, etc. when Ms. Tanabe possesses the knowledge and experience, and ability to train the landlord's staff prior to turnover, and 2) would cause minimal disruption to tenant companies operating their businesses out of the HICH facility.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
 N/A

10. A description of the agency's internal controls and approval requirements for the exempted procurement:
 Procurement will be administered through a Letter of Agreement with the contractor in cooperation with DBEDT's Contracts Office. The LOA will be managed by HTDC staff to and payments will be authorized upon receipt of detailed reporting of property management and business development activities.

09 JUN -3 P2-32

STATE PROCUREMENT OFFICE
STATE OF HAWAII

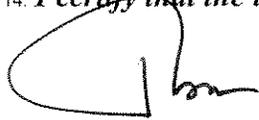
REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Yuka Nagashima	Executive Director	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Janice Kato	Federal Programs Manager	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Wayne Inouye	MEP Senior Project Manager	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
Steve Sakuda	Accountant	<input type="checkbox"/> Approval <input type="checkbox"/> Administration
Coleen Yoshina	Secretary	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to:	Department: DBEDT/HTDC Contact Name: Janice Kato Phone Number: 539-3814 Fax Number: 539-3795
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Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*



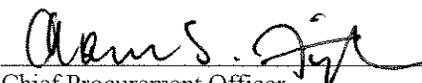
MAY 28 2009

Department Head

Date

Reserved for SPO Use Only	
15. Date Notice Posted	<u>6/4/09</u>
The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to: <p align="right"> Chief Procurement Officer State Procurement Office P.O. Box 119 Honolulu, Hawaii 96810-0119 </p>	
Chief Procurement Officer's comments: <p align="center"> This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply. </p>	

16. **APPROVED** **DISAPPROVED** **NO ACTION REQUIRED**



 Chief Procurement Officer Date 6/15/09